



COLLEGE OF ARTS & SCIENCES

TEXAS TECH

College Operating Policy and Procedure

CAS OP 2.3: Startup Fund Utilization by Departing Faculty

DATE: September 24, 2025

PURPOSE: The purpose of this College Operating Policy/Procedure (COP) is to standardize the process by which faculty in the College of Arts & Sciences are made aware of the process for reserving and requesting access to remaining startup fund balances after notifying their department or academic unit of their intention to resign on or before the close of the current fiscal year.

POLICY/PROCEDURE:

I. Policy:

- a. Upon notifying their department or academic unit of their intention to resign their faculty position on or before the close of the current fiscal year, a faculty member in the College of Arts & Sciences will be granted a period of 60 days, from the date of the resignation notice is received, to encumber any remaining startup funds, as fund manager, for planned expenditures.
- b. Following this 60-day period, the manager privileges of the departing faculty will be removed from startup accounts and, subsequently, the departing faculty must petition for the right to access startup funds associated with their ongoing employment at Texas Tech University.
- c. Sixty days after a faculty member's intent to resign has been communicated, all expenditures and requisitions involving any remaining startup funds designed for the current fiscal year must be approved by the Office of the Vice President for Research, the Office of the Provost, and/or the College of Arts & Sciences, depending on the funding source to be utilized for the specific expenditure or requisition.
- d. If a departing faculty member's petition to access funds in this scenario is denied, the faculty member's home department or relevant academic unit may choose to fund the expenditure or requisition from local accounts. All such decisions in this scenario fall under the purview of the departing faculty member's Department Chair.

II. Exceptions:

- a. Departments may petition the Dean of CAS for allowable exceptions to these guidelines, provided they do not contradict University Operating Policies.